



DEPARTMENT OF THE NAVY

NAVAL RESERVE READINESS COMMAND REGION TWENTY TWO
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NAVAL STATION EVERETT, WASHINGTON 98207-2600

NAVRESREDCOMREG22INST 5216.2B

N01A

24 Nov 99

NAVRESREDCOM REG TWO TWO INSTRUCTION 5216.2B

Subj: CORRESPONDENCE MANAGEMENT

Ref: (a) SECNAVINST 5216.5D
(b) NAVRESREDCOMREG22INST 5402.1A

1. Purpose. To provide local command policy for the preparation and routing of correspondence.

2. Cancellation. NAVRESREDCOMREG22INST 5216.2A

A)

3. Background. Reference (a) is the Navy's comprehensive correspondence guide.

4. Action. All hands who are responsible for generating correspondence must be familiar with reference (a). The standard command procedure (local policy) is that all correspondence printed on command letterhead will be serialized by the Command Services Department, including "By direction" letters. There are no exceptions. The following local policies will be adhered to:

a. Correspondence requiring the Commander's or Chief of Staff's (COS) signature will be routed in the following manner:

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(1) Originator will submit to the Command Services Department a double-space-rough of the outgoing correspondence for chop, accompanied by a 3-1/2" diskette, or sent via GroupWise to N01A1. The originating department will provide sufficient copies of enclosures for the complete distribution list plus two file copies prior to routing through the chain. "Spell check" will be used upon completion of typing.

A)

(2) The goal is to route correspondence through the chop chain only once. Department Heads are responsible for the content, punctuation, and clarity of the correspondence. The Command Services Department is responsible for ensuring that all correspondence is formatted in accordance with reference (a). Correspondence which requires rewrite due to content and clarity will be returned to the cognizant Department Head by the COS.

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(3) The Command Services Department will type the changes made by the Commander, Deputy Commander, or COS, and produce a final copy for signature on letterhead. Once signed, the Command Services Department will serialize, date, and distribute as required.

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A comeback copy, including any enclosures, will be provided to the originating department.

(4) Quality Assurance (QA) will be provided by the Command Services Department for all correspondence requiring the Commander, Deputy Commander, or COS's signature as follows:

R)

Code	Actions Required
N01A1	Accepts DSR from originator, proofreads for format, note discrepancies in format.
N00A	Proofread for format, note discrepancies in format.
N01	Proofs for content, makes appropriate changes.
N00/N00B	Chop, proof, and approve for signature.
N01A1	Smooths the correspondence for signature.
N00A	Final proof prior to signature.
N00/01	For signature.
N01A3	Serialize, date, and mail.

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b. All "By direction" correspondence, as authorized by reference (b), will be forwarded to N01A1 for review in smooth prior to signature. Sufficient copies of enclosures, plus two additional copies of the enclosures will be provided by the originator. Once correspondence has passed QA and been signed by the originator, the Command Services Department Representative will serialize and date the material.

A)

Code	Actions Required
N01A1	Accepts unsigned smooth from originator, proofreads for format, notes discrepancies in format.
	If no discrepancies exist: return for signature.
	If errors exist: return to originator for rework.
Originator	Signs correspondence.
N01A3	Serialize, date, and mail.

c. Mailing Procedures. The Command Services Department will prepare all correspondence for mailing, unless other arrangements have been made. The originating department will provide addressed envelopes for commands or units not listed in the Standard Navy Distribution List (SNDL). If correspondence requires special handling instructions, the originator will provide self-addressed envelopes. Consolidated mail shall be utilized. Only urgent or correspondence that requires special handling will be processed independent from consolidated mail. Consolidated mail is utilized for the following commands: all REDCOM 22 Reserve activities, supported MIUWUs, EODMUs, COMNAVPERSCOM, COMNAVRESFOR, COMNAVSURFRESFOR, NAVRESPERCEN, and all REDCOM 22 staff SELRES.

(1) Consolidated mail will be processed prior to 1000 on Monday, Wednesday, and Fridays by the Command Services Department.

(2) The SNDL provides official addresses as needed. Addressed envelopes are required for all non-Navy or unusual addressees.

(3) In the unlikely event any deviation from this procedure is required, provide a note to N01A3 describing exactly what is desired.

d. Standard Correspondence Format. The following formatting will be used by all originators to maintain standardization:

(1) Software Format. All outgoing correspondence will be prepared in Microsoft Word. R)

(2) Font. The only authorized font for outgoing correspondence is:

- (a) Font Face - Courier New
- (b) Font Size - 12
- (c) Font Style - Regular

(3) In the "From" line, the hyphenated word "Twenty-two" will be typed on the second line. For example:

From: Commander, Naval Reserve Readiness Command Region
Twenty-two

(4) In the "To" line, a comma will immediately follow the word "Center" or "Facility." For example:

To: Commanding Officer, Naval Reserve Center, Missoula
Officer in Charge, Naval Reserve Facility, Pocatello
Commanding Officer, Naval and Marine Corps Reserve
Center, Portland, OR

(a) For correspondence to NAVMARCORESCEN Portland or NAVRESCEN Bangor, the abbreviation for the state must follow the location. Both Centers have names similar to other Naval Reserve Center's in the United States.

(b) Office Codes. When sending correspondence, always include the office code to whom the correspondence pertains (with the exception of N00). Office codes can be located in specific force directories, incoming correspondence, or message traffic. Examples are:

To: Commander, Navy Personnel Command (PERS-323)
Commander, Naval Reserve Force (N008)
Commanding Officer, Naval Reserve Personnel Center
(Code 40)

(5) Format for Military Address. All personnel named in a formal letter will be identified in the following manner:

Rate/Rank/Warfare Designator (for enlisted) First Name,
Middle Initial, Last Name, USNR (as appropriate). Examples are:

EMC(SW) Lightweight M. Snipe, USNR(TAR)
JO1(AW) Kant S. Pell, USNR-R
LT Giveacare N. Any, USNR
LCDR Iam A. Medic, NC, USNR

USNR vs. USNR-R. Higher guidance (references (c) and (d)) state that Reserve personnel will be designated by one of four designations which represent the category the member has been placed. The designations are:

(a) "USNR" is used for all officers in the Naval Reserve. Use of "USNR(TAR)" is NOT authorized for TAR officers.

(b) "USNR(TAR)" is used for all enlisted members of the Training and Administration of Reserve (TAR) program.

(c) "USNR-R" will be used for enlisted Selected Reservists and enlisted members of the Inactive Ready Reserve (IRR) in an active drilling program, such as Volunteer Training Unit (VTU).

(d) "USN" will be used for all officer and enlisted members of the regular Navy.

(6) Point of Contact. When referring to a point of contact and providing the phone numbers, use: "... at (425) 304-XXXX or DSN 727-XXXX." (where "XXXX" is the actual extension). In addition, if an e-mail response is the desired form, (GroupWise ID)@cnrf.nola.navy.mil should be used, where (GroupWise ID) is your personal GroupWise ID.

e. Action Correspondence Routing. Action Route Slips processed through the chain of command are the responsibility of the Department Head. Upon receipt of mail or faxes, the Command Services Department personnel will enter the pertinent information into the action correspondence tracker, complete with the "Action" and "Information" Department Heads.

(1) If the Readiness Commander has directed a Department Head to take action or provide a briefing, such correspondence will be routed to N01A3 for entering into the Commander's tracker.

(2) If action is due on any correspondence within two weeks of receipt, an advance copy will be provided to the cognizant action sub-code (e.g., N3/N7, N31, etc.) to initiate required action.

(3) All correspondence with Action Route Slips attached will be routed in a RED folder and will be expeditiously handled at all levels in the routing chain. Upon completion of required action, the Action Route Slip will be annotated with the date and the type of action that was taken, which may include any letters/memos that verify completion of the action, then returned to the Administrative Department to ensure the database program is updated accordingly. If no actions are required, annotate the Action Route Slip accordingly and return to the Command Services Department.

(4) Should an extension be required to consolidate information, contact the Administrative Department and the originator of the action correspondence for approval.

f. Folder Color Scheme. The following color coding scheme for correspondence has been adopted for certain correspondence:

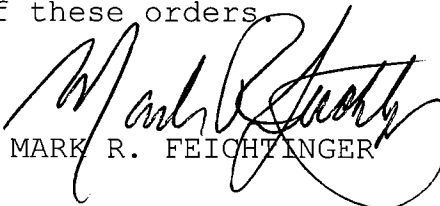
- RED - Correspondence requiring action
- DARK BLUE - EVAL/FITREP
- BLACK - Sensitive Information
- A) LIGHT BLUE - Awards
- A) YELLOW - Routine Correspondence

5. Other.

a. Higher Echelon Directives. In the event an instruction held by the Command Services Department is required by other department personnel, it may be checked out utilizing the check-out card available in the administrative office. Ensure instructions are returned promptly (within three working days). Instructions which must be utilized on a daily basis by other departments may be permanently checked-out with the use of a cross-reference sheet.

b. End-of-Tour Awards. The Readiness commander is interested in providing recognition to deserving personnel prior to their departure. For Navy and Marine Corps Commendation and Achievement Medals, generate recommendations at least three months prior to a person's departure. In the event a higher award (LOM, MSM) is recommended, generate the recommendation at least six months prior to the person's departure. This will ensure timely processing through the chain of command so presentation can be made prior to departure.

- R) c. Orders. Temporary additional duty, officer assignments, enlisted assignments, and any other types of orders require "MARK R. FEICHTINGER in the signature block. Per reference (b), facsimile stamp authority has been delegated by the Readiness Commander for the majority of these orders.


MARK R. FEICHTINGER

Distribution:
NAVRESREDCOMREG22INST 5216.1J
LIST A

Stocked:
NAVRESREDCOM REG TWO TWO (N01A)